

The background of the slide features the official logo of the Defense Logistics Agency (DLA). It is a circular emblem with a yellow border. Inside the circle, a bald eagle with its wings spread is perched on a shield. The shield has a blue top section and a bottom section with vertical stripes of red and white. Above the eagle, a yellow banner curves across the top with the word "LOGISTICS" in blue capital letters. To the left of the eagle, a yellow banner curves down with the word "DEFENSE" in blue capital letters. To the right, a yellow banner curves down with the word "AGENCY" in blue capital letters. The background of the circle is light blue with white stars.

# Accessing SkillSoft Courses Through LMS

DLA Training  
LMS Team  
August 2012

[Home](#)[Catalog](#)[Help](#)**Robert J Collins**HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...  
HUMAN RESOURCE CENTER**To-Do List**

Show: Everything

**Due later**

- 9/30/2012 **COUNTERINTELLIGENCE AWARENESS TRAINING**  
Must be registered
- 5/2/2013 **DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS ...**  
Available
- DLA RECORDS MANAGEMENT TRAINING**  
Available
- INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING**  
Available
- 5/3/2013 **OPSEC ANNUAL REFRESHER**  
Available
- PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...**  
In progress
- TRAFFICKING IN PERSONS**  
Available
- 7/2/2013 **ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING**  
Available
- ANTITERRORISM (AT) LEVEL I**  
Available
- 5/8/2014 **NoFEAR Act Training**  
Available

**No due date**

- Advanced Importing and Exporting with Access 2010**  
Available
- Creating Basic Tables in Access 2010**  
Requires Approval

**Easy Links**

<a href="#">Approvals</a>	<a href="#">Reports</a>
<a href="#">Completed Work</a>	<a href="#">Tuition Assistance/Unique Training Request</a>
<a href="#">News</a>	<a href="#">System Settings</a>
<a href="#">Plans</a>	

**Curricula**

Overdue (0)  
 Due in 30 days (0)  
 Due Later (8)

**Competencies**

You have no assigned competencies

**Goals**

Create a Plan and establish Goals

**Communities**

See what's happening in the forums

Log into LMS and place your cursor over the Catalog tab  
Select Advanced Catalog Search when the option appears

### Advanced Catalog Search

[Help](#)

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.

#### Keywords

Title:

Description:

ID:

#### Search Options

Search for: ☒ All ☐ Only Items ☐ Curricula ☐ Only Offerings

☒ Instructor-Led ☒ Online ☒ Blended ☒ Other (Select one or more)

Subject Area:  [Select](#)

Delivery Method:  [Select](#)

Source:  [Select](#)

[Search](#)

Under the Search Options section located in the lower half of the screen, uncheck the “Instructor-Led”, “Blended”, and “Other” boxes



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[Help](#)

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Subject Area:  [Select](#)

Delivery Method:  [Select](#)

Source:  [Select](#)

This will leave "Online" as the box checked



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[Help](#)

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Subject Area:  [Select](#)

Delivery Method:  [Select](#)

Source:  [Select](#)

[Search](#)

In the Source field, type in "SkillSoft"  
Click the Search button located on the bottom right side of the screen



## Search Results

Help

Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the **Refine Search** link at the top of the page.

[← Refine Search](#)

## Catalog Search Results

Title ▲	Type	Price	Status	Action
<a href="#">.NET Overview: Windows, Web, and the Cloud</a>		0.00 (USD)	--	<a href="#">Add to To-Do List</a>
<a href="#">.NET Remoting in C#</a>		0.00 (USD)	--	<a href="#">Add to To-Do List</a>
<a href="#">.NET Solution Vision and Requirements</a>		0.00 (USD)	--	<a href="#">Add to To-Do List</a>
<a href="#">1G and 2G Communication Systems</a>				<a href="#">Add to To-Do List</a>
<a href="#">2.5G Communication Systems</a>				
<a href="#">360-Degree Performance Appraisal Simulation</a>				
<a href="#">3G Communication Systems</a>				

A list of courses having SkillSoft as the source will appear  
You may navigate through the choices by scrolling down and clicking the various page numbers or on the Next link located on the bottom of the screen  
You may click on the course



## Item Details

[← Back](#)

## 360-Degree Performance Appraisal Simulation

## ▼ Item Summary

COURSE LDR-MGMT0150

Revision: 3/10/2009 04:00 PM America/New York

Description: In this simulation, you will assume the role of Northeast Regional Director of Sales for IpSwitch Components, a seller and service provider of computer networking hardware. Recently, the company decided to experiment with a 360-degree performance feedback system, hoping to replace the traditional manager-level review process.

This simulation is based on the SkillSoft series 360-Degree Performance Appraisal and provides links to the following courses: MGMT0151, MGMT0152, and MGMT0153.

Duration=0.5

Length:

Source: SKILLSOFT

Contact:

CPEs:

Credit Hours:

Contact Hours: 0.50

Goals:

Delivery Method: URLs, Webinars, Web Browser, Intranet

Audience:

Needs Approval

▶ Subject Areas (1 Found)

▶ Prerequisites (0 Found)

▶ Substitutes (0 Found)

▶ Competencies (0 Found)

▶ Related Documents (0 Found)

[Add to To-Do List](#)

If you are interested in taking a course, select the “Add to To-Do List” button in the Action column. You may also add the course to your learning plan from the course description screen by selecting the Add to

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Must be registered
- 5/2/2013 DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS ...  
Available
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- PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...  
In progress
- TRAFFICKING IN PERSONS  
Available
- 7/2/2013 ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING  
Available
- ANTITERRORISM (AT) LEVEL I  
Available
- 5/8/2014 NoFEAR Act Training  
Available

**No due date**

- 360-Degree Performance Appraisal Simulation  
Requires Approval
- Advanced Importing and Exporting with Access 2010  
Available

**Easy Links**

- |                |                                            |
|----------------|--------------------------------------------|
| Approvals      | Reports                                    |
| Completed Work | Tuition Assistance/Unique Training Request |
| News           | System Settings                            |
| Plans          |                                            |

**Curricula**

Overdue (0)  
Due in 30 days (0)  
Due Later (8)

**Competencies**

You have no assigned  
competencies

**Goals**

Create a Plan and establish  
Goals

**Communities**

See what's happening in  
the forums

When you click the "Add to To-Do List" button from the step above, your LMS Homepage appears with the item added to your To-Do list

Click on the course title to request approval for the course





## Item Details

Help

[← Back](#)

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## ▼ Item Summary

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Duration=0.5

Length:

Source: SKILLSOFT

Contact:

CPEs:

Credit Hours:

Contact Hours: 0.50

Goals:

Delivery Method: URLs, Webinars, Web Browser,  
Intranet

Audience:

Needs Approval

## ▼ Assignment Information

Required Date:

Assignment Type:

Completion Details:

Assignment Date: 7/2/2012

Days Remaining:

Assigned By: User (Robert J Collins)

Origin: Self-Assigned

▶ Subject Areas (1 Found)

▶ Prerequisites (0 Found)

▶ Substitutes (0 Found)

▶ Competencies (0 Found)

▶ Related Documents (0 Found)

[Request Approval](#)[Remove from To-Do List](#)

Select the Request Approval button  
Note: Before you submit your request,  
ensure your supervisor selection is  
correct



## Approval Submission

[Help](#)

Submit for Approval

[← Back](#)

You have requested approval for an item, request or document. The designated approval process for this requires approval in the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
First Level Supervisor	Supervisor Level 1 ( <a href="#">Show All</a> )

### Comments

Comments:

Submit

Enter any comments you may have for your Supervisor and select "Submit"

**Robert J Collins**HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...  
HUMAN RESOURCE CENTER**To-Do List**

Show: Everything

**Due later**

- 8/1/2012 **ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING**  
Available
- ANTITERRORISM (AT) LEVEL I**  
Available
- NoFEAR Act Training**  
Available
- 8/13/2012 **PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...**  
In progress
- 5/3/2013 **DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS ...**  
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- DLA RECORDS MANAGEMENT TRAINING**  
Available
- 7/2/2013 **INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING**  
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Available

**No due date**

- 360-Degree Performance Appraisal Simulation**  
Available

**Easy Links**

- |                |                                            |
|----------------|--------------------------------------------|
| Approvals      | Reports                                    |
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**Curricula****Competencies**

You have no assigned competencies

**Goals**

Create a Plan and establish Goals

**Communities**

See what's happening in the forums

Once the course has been approved by your Supervisor, it will appear as "Available" on your To-Do List  
You may click on the course title to launch the content



Robert J Collins

HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...

Help

After you have requested approval, but before your supervisor has taken action to approve/disapprove, you may determine the course is no longer required.

If this is the case, please DO NOT use the Remove button on your To Do List. This will create an error in your Supervisor's account. Instead, ask your Supervisor to deny the request.

If the request has already been approved, then you may use the Remove button on the To Do List.

If your Supervisor departs before your request has been approved or denied, please contact the LMS Help Desk for assistance

## Links

als  
Reports  
Tuition Assistance/Unique Training Request  
System Settings

## Curricula

Overdue (4)  
Due in 30 days (1)  
Due Later (3)

## Competencies

You have no assigned competencies

## Plans

You have no active Plan.

## Communities

See what's happening in the forums

Pending Approval

SkillSoft Books 24 X

In progress

Working with Diffic

In progress

COURSE IT-219523

To explain the elements of 4G communication systems

TargetAudience=Technical professionals; IT and ... [more](#)

Online Item

Pending Approval

Remove

View Details